



3+ Day In-State Travel Checklist

For Your Troop

Required forms to turn in	Timeline	Due Dates
Intent for Extended Travel	Due to staff 2 months prior to travel	
Application for Extended Travel	Due to staff 1 months prior to travel	
Certificates of Insurance – Required for Lodging and Activities	Due to staff prior to travel	
Application for High Risk and Sensitive Topics – May be required depending on activities	Due to staff 1 month prior to travel	

- Forms for troop
 - [Trip Action Plan](#)
 - [Incident Report Form](#) – Just in case!
 - [Emergency Procedures Card](#) – Just in case!
- Preparation
 - Complete the [Getting Started Online Modules](#)
 - Complete the [Day Trip Planning Module or In Person](#)
 - Complete the [Basic Overnight Module](#)
 - Complete the [Outdoor Overnight Workshop](#) – If outdoors
 - Complete the [Travel Planning with girls Workshop](#) Or
 - Complete [Domestic Troop Travel Module \(20 minutes\)](#) – Required for all adults
 - At least one adult who is First aid/CPR certified*
 - Review relevant [Safety Activity Checkpoints](#)
 - Review [Administering Medication to a Minor Policy](#)

For Individual Girls

- [Membership](#)
- [Girl Permissions & Health History](#) – All Sections that apply
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – May be required depending on activities
- Complete the [Travel Workshop for Teens](#) – Highly Recommended

For Adults

- [Membership & Criminal Background Check on file](#)
- [Adult Health History Record](#)
- [Transportation Card](#) – Required for adults who are driving

*Wilderness first aid is required if more than 30 mins from emergency services